

FINAL RECOMMENDATION

Recommendation of the Action Plan Team: Staff Development

Statement of Issue #1-33: R-110

Summary: R-110 – Identify and task a full time USFA staff member with responsibility for liaison/ombudsman services for the adjunct/contract faculty.

Recommendation: Continue the current practice of the project officer serving as the liaison for contract instructors.

Background: The role of liaison for contract instructors is within the responsibility of the designated project officer. The project officer administers and monitors contractor performance for which the instructional services are being provided. Project officers are identified on each Purchase Order and the issued Statements of Work for each instructional area state the responsibility of the project officer and the contractor.

Conclusion: In the Federal procurement process, the roles and responsibilities of Government staff as they apply to procurement are clearly delineated. A project officer is designated for each procurement action. This individual is responsible for developing the necessary procurement documents, i.e., statement of work, Government cost estimate, and evaluation criteria, administering the requirements of the contract within the statement of work, and approving payments based on work performed. This responsibility cannot be delegated or assigned to someone else without the proper designation in the contract. Establishment of a liaison or ombudsman other than the designated project officer would result in conflict.

Submitted by:

Staff Development Action Plan Team:

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APPROVE/Date

DISAPPROVE/Date

Added Management Note: It should be noted after careful review and inquiries the Staff Development Team was unable to identify/locate any clearly documented problem of contract instructors inability to address problems/concerns/requested corrections that they as contract instructors experienced with NFA (resident or non-resident) courses they were teaching to either project officers or appropriate NFA staff.